



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Office Technician (Typing)/Office Assistant (Typing)/Secretary
Los Angeles Enforcement
Permanent – Full-time

The Los Angeles Enforcement section has an opening for either an Office Technician (Typing), Office Assistant (Typing) or a Secretary. This position is permanent, full-time and the Department is located at 320 West 4th Street, Suite 350 in downtown Los Angeles.

Duties of the position include:

- This position serves primarily as secretarial/clerical support for the Commissioner and the Southern Regional Manager, Administrative Legal Affairs.
- Proofread handwritten letters, memos, transmittals, case analyses, Reports of Investigation and Reports of Interview. Type confidential material for the Los Angeles administration office.
 - Screen incoming correspondence and phone calls; refer to appropriate staff as necessary. Ensure 100% coverage of the Administration phone line.
 - Prepare transmittal packages for the Sacramento Legal office.
 - Maintain the call-up system for the Regional Manager; file new and closed call-ups.
 - Send and receive faxes; maintain schedules of individuals being interviewed for positions; maintain confidential files, manuals, reference materials and monthly reports.
 - Prepare specific departmental forms and monthly reports; coordinate the Bus Pass program for the LADO.
 - Assist front counter with consumer licensing questions.
 - Provide back-up assistance to the Office Services Supervisor III, Southern Regional Manager, Investigative Operations' clerical staff and train new employees as needed.
 - Provides back-up support as needed within the District Office.
 - Other duties as assigned.

Required qualifications:

- Ability to answer, screen and transfer all incoming phone calls.
- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Experience using a personal computer using Word and Excel.
- A valid typing certificate for 40 wpm (or greater) is required. Attach a copy of your typing certificate to your application. (A typing test and certificate can be given by the Department of Real Estate).

Desirable qualifications:

- Dependability and reliability.
- Excellent attendance.
- Ability to lift up to 20 lbs. as required.

SALARY:

Office Technician (T): \$2510 - 3050	Office Assistant (T) Range A: \$2003 - 2045 Range B: \$2172 - 2641	Secretary: \$2510 - 3051
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Who should apply: Current State employees at the Office Technician/Office Assistant/Secretary level, those who are transferable to the class and those with list eligibility may apply. This Office Assistant (Typing) position is subject to post and bid. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CalNet 8-498-0797

For information on the position contact:

Dolores Weeks, Managing Deputy Commissioner IV
Department of Real Estate
(213) 576-6858 or CalNet 8-649-6858

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: Open Until Filled

Application may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

Post & Bid Applications may be obtained on InsideDRE.